GUIDE FOR EMPLOYERS AND EMPLOYEES IN USING THIS TOOL



**TOOL 3.5**

SUPPORTING EVIDENCE GUIDE

This guide provides a list of evidence that can be collected to assist with performance evaluation. This is not an exhaustive list and employees may choose to

provide other evidentiary material to demonstrate their performance to the employer.

It is essential to ensure that the evaluation is a fair and true account of the employee’s knowledge, skills and responsiveness in the current performance period.

Enabling authenticity for the evaluation may require collecting evidence to illustrate and support an accurate evaluation of the employee.

Evidence may also be required if there is significant inconsistency between the employee’s self-assessment and the employer’s performance evaluation. It can provide a basis for further discussion and agreement.

The list below has been adopted from Vocational Education and Training Assessment Services(VETASSESS), who conduct the validation process for early childhood teachers under the VECTEA 2016 and related Instruments. The VETASSESS list has been recommended when there is a need for additional evidence to demonstrate performance, to reduce the workload for the employee given they may have already collected relevant evidence for their validation or registration with the Victorian Institute of Teaching (VIT).

Evidence may include any of the following:

*Training / Professional Development activities*

* + individual professional development plan
  + contributions to professional journals and programs
  + notes on reading program, professional articles etc.
  + network meetings, programs and notes, and resultant action
  + professional presentations to colleagues, parents, community (including promotional material)
  + training results, certificates, diplomas, degrees
  + training session workbooks and notes
  + job descriptions, work experience
  + conference or seminar contributions
  + participation in reference or pilot groups
  + membership of professional bodies
  + sessional teaching at relevant institutions, accompanying program and notes.

*Operational Practice Documents*

* + program planning documents
  + implemented teaching activities
  + student work samples
  + work journal, diaries
  + statements of philosophy or planning
  + photos, videos
  + records of contact with support agencies or educational professionals
  + minutes of appropriate meetings
  + organisational plans and programs
  + family/teacher conferences, meetings
  + observations of professional practice
  + learning outcomes samples
  + Department of Education and Training service rating and assessment
  + specific examples of professional interactions with learners.

*Other*

* + awards or agreements
  + references from colleagues, mentors, employers, parent groups, community groups.